

## CLAVERHAM VILLAGE HALL

### Minutes of meeting held on 17<sup>th</sup> September 2013

**Present:** John Williams, Andrew Yearsley, John Dare, Mark Jenkinson, Helen Cooper, Dave Stanley (CVE rep), Sandra Ogden (Minutes)

**Apologies:** Bob Evans, Peter Gunn, Dave Peters

**Minutes of last Meeting:** Approved

**Chairman's Notice:** Dave Peters has resigned from the Committee due to ill health. There are still enough Committee members to continue.

#### **Matters Arising**

##### **Action**

1. CVE have agreed that one of the Directors will attend each CVE meeting on a rota basis
2. Skittle alley/store door requires a bolt to be fitted: it was agreed that as long as the shutters are down on the bar every evening there will not be a security issue. All bar staff to be made aware of the necessity of this. **DS**
3. Hall chairs are gradually being repaired. JD to order 600 feet **JD**
4. PG and JW met Roger Buxton to discuss signs and agree on positioning. It was agreed to have a single sided sign forward facing onto the road. PG to order, and we will organize fitting. **PG**
- 5 CVE have agreed to provide a key cabinet to keep office key for emergency use. SO to type up a list of office keyholders and phone numbers to be kept behind the bar. **SO**
- 6 Defribulator to be installed on 30 September. Access via **JW**
- 7 Chairs for the Meeting Room have been delivered. Thanks to **JD**
- 8 Cleaners cupboard has been delivered. Thanks to **AY**
- 9 Whether Meeting Room should be treated as lettable space: still under review **BE**
- 10 Hire Agreement needs to be updated to include importance of not blocking fire exits. **SO**
- 11 The BBQ needs to be steam cleaned and JW agreed to do this in his yard with the help of JD. It was agreed to also store it at JW's yard in a locked cage. **JW & JD**
- 12 JW to provide cleaning solution for hall chairs for Nim to clean. **JW**

#### **Health and Safety**

- 1 Storage area has become messy again and regular users are taking more and more space. When next invoicing SO will ask them to label their belongings which they want to continue to store. Any unlabeled items after a set date will be removed. **SO**
2. On Country Market days and it was agreed that the main bar should remain closed until 12noon when the Post Office has closed.

## **Admin**

1 A newsletter will be produced in October/November to include info re skittles, restructuring of constitution, forthcoming events etc. Emily Dobbs will be asked to prepare the newsletter. **SO**

2 The 21<sup>st</sup> birthday party requested is actually a wedding (booked in disguised as family had not been informed of forthcoming wedding and therefore needed to be kept secret). JD to confirm OK. **JD**

## **Treasurers Report**

1. We have approx. £9,300 in the bank.

2. We have received a gas bill for £2,000 from British Gas. This clearly must be wrong and needs to be checked. **AY**

3. Agreed to get rid of the Elavon Card reading machine as we cannot comply with regulations. AY will set up a Paypal account. **AY**

4. Donation received from CVE for £7,500. Paid into Investec account.

5. Insurance is due for renewal and good price received for renewal. Agreed to renew with same company. **AY**

## **Building and Grounds**

1. Graham Smith to be asked to deal with hall lights and foyer light which need replacing.

**PG**

## **Future Events**

1. New Years Eve Party: A discussion was held about whether to hold another ticketed party in the hall. Last year's event was successful but it was decided it might be better to vary the entertainment and only hold a live band event alternate years. This year we could consider a disco / open mic night event to incorporate the hall/alley/bar area. SO to consider the options. **SO**

2. Jane Dare and SO have agreed to organise next years Shakespeare event. Available date is 6 June 2014. Confirm with Jane **PG**

## **Any other business**

1. Clavertots have agreed to decorate the Christmas Tree. Tree will be donated by Jean and Edgar Watson. Delivery to be requested for 22 November. **JW**

2. First Floor Storage area at rear of building: It was agreed to remove the old roof support beams to open up the room. JW to organize **JW**

3. A public meeting needs to be organized to give information to the public about the reorganization of the constitution. Organise dates when alley available. **PG**

4 SO recently went to a function at Kingston Seymour Hall and there was white curtaining all around the walls of the hall. This is an option given at the hall to hire the curtains (£60) and they are stapled onto a track (by the hirer). This could be discussed further at next meeting.

**Next meeting Tuesday 15 September 2013**